



Regional Information Session: FY2008 Grant Guidance for Brownfields Job Training Proposals

**Presented by:
US EPA New England Brownfields Section**

September 25, 2007



Program Overview

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Agenda

- Program Overview
- Eligibility Information
- Application and Submission Information
- Threshold Criteria
- Ranking Criteria
- Application Submittal
- Agency Contacts

Information Packet for Presentation

- ✓ FY2008 Proposal Guidelines for Brownfields Job Training Grants
- ✓ PowerPoint Presentation Slides
- ✓ List of State Program Contacts

Purpose of the Session

- Provide an overview of the new Brownfields Job Training Grant Guidelines for FY2008
- Review the application process and requirements
- Provide tips & tricks for a successful application
- Provide an opportunity for Q&A



Application Process

- Proposals Due
October 19, 2007
- Award Announcement
Spring 2008



What's different in '08 Guidelines?

- ✓ EPA anticipates awarding 12 to 13 grants as the budget has increased for this fiscal year.
- ✓ There is a total page limit of **37** for both the project description and also the attachments. Anything exceeding that limit will not be considered.
 - ☞ The project description cannot exceed 17 pages
 - ☞ The “attachments” now have a page limitation of 20 pages which includes the detailed itemized budget and narrative, references, the training program outline, the letter to the state or tribe, a milestones chart, documentation of non-profit status, and general support letters.

Note: There may be additional changes. Please refer to the FY'08 Application Guidelines for Brownfields Job Training

Brownfields Definition

“...real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.”



Hazardous Substances, Pollutants, and Contaminants

- Hazardous Substances
- Petroleum Contamination
- Asbestos & Lead Paint
- Controlled Substances
- Mine-Scarred Lands



Environmental Job Opportunities

- Environmental Job Examples....
 - ✓ Air Quality Technician
 - ✓ Emergency Response Technician
 - ✓ Energy Conservation Specialist
 - ✓ GIS Technician
 - ✓ Treatment, Storage, & Disposal Facility Tech
 - ✓ Health & Safety Technician / Trainer
 - ✓ Biotechnology Technician / Analyst
 - ✓ Sampling / Calibration / Analysis Technician
 - ✓ Wastewater Treatment Plant Operator
 - ✓ Mailroom Traffic Coordinator
 - ✓ Hazardous Materials Transporter



Benefits of Brownfield Job Training Program

- To the Trainee
 - ✓ Certifications/Licenses
 - ✓ Career Development/Advancement Opportunities
 - ✓ Above Average Hourly Wages
- To the Community
 - ✓ Local Investment in Brownfield Remediation and Redevelopment
 - ✓ Restore Vitality to areas where Brownfields exist
 - ✓ Mitigate Potential Health Risks
 - ✓ Employment Opportunities for Local Residents
- To Brownfields Projects
 - ✓ Increased availability of technicians competent in skills required for the assessment and clean-up of brownfields sites.



Pre-Planning for a Successful Job Training Proposal

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Preplanning for a Successful Brownfields Proposal



Know Your Audience (Who's the Reader?)

- We
- We
- We
- Our
- We
- Don



to the
community
ty.
community

Create a Focused Plan and Show You Know How to Implement It

- Too much information is not necessarily a good thing
- Quality beats quantity.
- Respond directly to the questions in the guidelines (avoid unnecessary jargon)
- Although your responses seem repetitious, you need to respond as many times as asked. Some reviewers may not always cross-reference responses.



Create a Focused Plan and Show You Know How to Implement It Cont.

- Address all criteria – if it doesn't apply say so and briefly explain why. Address each part under a criteria separately
- Create a game plan for each section in the grant. Identify the number of questions in each subsection of a criteria
- Highlight key words that you want to bring back to the response
- Identify information you will need to research or obtain to answer the questions.

Create a Focused Plan and Show You Know How to Implement It Cont

- For pertinent sections, design the actual plan you will implement if you get the funding. Be realistic (a plan you can meet).
- Use your plan to answer the questions. A strong understanding of the concepts and well thought out plans will come through in the proposal.

General Tips for Proposal Preparation

- Follow Cover Letter outline on pages 11 and 12
- Pages in excess of page limits will be removed and not evaluated.
- Typed; single spaced; 12 pt font; no binders; **NO COLOR!**
- No photos and graphics.
- Electronic submission of proposals is allowed (See guidelines page 17)

Proposal Submission

- Proposals must be postmarked by **October 19, 2007!!!**
- Proposals submitted through grants.gov must be received by **October 19, 2007, no later than 5:00 p.m. EDT.**
 - ✓ A registration is required two weeks prior to submittal !!
- Send original proposal to Environmental Management Support, Inc. (address on page 32)
- Send a copy to Marcus Holmes (address on page 32)

After Proposal Submission

- Threshold Criteria is evaluated by the Region. You may be contacted to clarify information in your proposal.
- Programmatic Capability will be scored by the Region.
- National panels will convene and rank proposals.
- HQ makes final determinations.
- Spring 2008 award announcement.





Job Training Grant Program Threshold Criteria

Threshold Criteria – Job Training

- 1. – Applicant Eligibility
- 2. – Limitation on Applicants with FY 07 Funding
- 3. – Location of the Proposed Project
- 4. – Eligible Use of Funds
- 5. – No Duplication of other Federally Funded Environmental Job Training Programs
- 6. – Compliance with Application Package Submittal Guidelines
- 7. – All applications must be submitted in English
- **You must pass all these criteria to be moved on to the national panel!**

Threshold Criteria – Job Training

A – Applicant Eligibility

- Non-Profit Organizations (501(C)(3) proof required)
- Municipalities
- Quasi-Governmental Organizations
- Government Entity Created by State Legislature
- Regional Councils or General Purpose Units of Local Governments
- Redevelopment Agencies
- States
- Tribes



Threshold Criteria – Job Training

B – Applicants with FY 07 Funding

- ONLY applicants who received Brownfields Job Training Funding in FY'07 are NOT eligible to receive funds during this FY'08 award cycle.



Threshold Criteria – Job Training

C – Proposed Project Location

- Applicants **MUST** propose to serve a community that has been a recipient of an assessment, clean-up or revolving loan fund grant in the past.
- The grantee in the community you propose to serve must be made aware of your application (they will be contacted).



Threshold Criteria – Job Training

D – Eligible Use of Funds

- Most costs directly related to environmental job training are eligible.
 - ✓ For a more detailed list of eligible and ineligible costs please refer to Appendix I (pg. 35 & 36) of the guidelines or call one of your regional brownfields contacts at the number provide at the end of this presentation.



Threshold Criteria – Job Training

E – No Federal Fund Duplication

- You MUST demonstrate that your proposed program does not duplicate any other Federally Funding Environmental Job Training Programs in your target community.
 - ✓ You should check the National Institute of Environmental Health Sciences website at <http://www.niehs.nih.gov/wetp> to determine if there are any other similar programs in the community you propose to serve.
 - ✓ You must also undergo similar analyses for other Federally funded job training programs serving your area.

Threshold Criteria – Job Training

F – Submittal Guideline Compliance

- The following documents are required for all application packages, regardless of the mode of submission. (refer to page 11 of the guidelines)
 - ✓ SF 424 (Application for Federal Assistance)
 - ✓ The “Narrative Proposal (which includes the cover letter and project description)
 - ✓ Required Attachments
- Remember....All of this must be included or your application will not move on for national review!!
- All application materials must be submitted in English

Preplanning for a Successful Brownfields Proposal

QUESTIONS?





Job Training Grant Program Evaluation Criteria (Sections 1 - 4)

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Evaluation Criteria

100 Points Total

1. – Training Program Objectives and Plans	20 Points
2. – Community Involvement and Employer Partnerships	20 Points
3. – Programmatic Capability and Institutional Capacity	15 Points
4. – Past Performance and Environmental Results	15 Points
5. – Performance Measurement	10 Points
6. – Community Need	10 Points
7. – Budget/Resources	5 Points
8. - Leveraging	5 Points

Evaluation Criteria – Job Training

1. Training Program Objectives and Plans

(20 Total Points - 5 questions worth 4 points each)

Sub-criteria A: Are the objectives of your project clearly identified?

- Be very clear here! Make sure you tell the reader the number of participants you plan to train, the number of training cycles, how many hours per cycle, the courses you plan to teach, and your targeted placement rate. Make sure you are able to ensure the success of **your** program to the expected outcomes/outputs of the **Brownfields** program. (Section 1(E), pg. 5 of the guidelines)
- Keep in mind that the minimum of 250 participants completing training is a national cumulative target, not the number you are expected to train. An average number trained is 15-20 per cycle with approximately 2 cycles each year.



Evaluation Criteria – Job Training

1. Training Program Objectives and Plans

(20 Total Points - 5 questions worth 4 points each)

Sub-criteria B: Will your certifications ensure employment for graduates and apply to employer hiring needs?

- Be sure to tell us what certifications graduates will earn and how you will link them to the hiring needs in the community.
- Are your instructors licensed to provide these certifications?
- Tell us about the potential burden program fees will have on the participants. Medical, licensing, transportation, etc.

Evaluation Criteria – Job Training

1. Training Program Objectives and Plans

(20 Total Points - 5 questions worth 4 points each)

Sub-criteria C: How will your recruitment & screening criteria ensure participants graduate? Are your facilities accessible?

- Tell us what criteria you will use to recruit applicants. (newspaper, radio, posters, word-of-mouth, etc.)
- Tell us what criteria you will use to screen applicants. (high school diploma, drug testing, TABE testing, etc.)
- How close is the training facility to the targeted community. Is there public transportation?



Evaluation Criteria – Job Training

1. Training Program Objectives and Plans (20 Total Points - 5 questions worth 4 points each)

Sub-criteria D: What incentives will be utilized to increase the likelihood of employment?

- Talk about any local hiring incentives.
 - ✓ Hiring ordinances for public agency contractors
 - ✓ Tax incentives
 - ✓ Wage subsidies



Evaluation Criteria – Job Training

1. Training Program Objectives and Plans

(20 Total Points - 5 questions worth 4 points each)

Sub-criteria E: What are your local job development strategies? Will they support the placement of graduates? In full-time positions? Have you partnered with your state environmental office to aid in placement?

- Talk about the local job development strategies you already have in place and how they will help place graduates of the program. Describe how they relate to on-going brownfields work in your community?
- What strategies will you use to market your program to employers to get graduates placed in environmental jobs.
- Tell us about the partnerships you have made with states/tribes to place graduates in brownfields related work.

Evaluation Criteria – Job Training

2. Community Involvement & Employer Partnerships (20 Total Points - 5 questions worth 4 points each)

Sub-criteria A: Have you partnered with the EPA assessment, clean-up or revolving loan fund grant recipient in your area?

- Tell us how, and with whom, you formed the partnership. Explain how this partnership will enhance and foster future employment for graduates.



Evaluation Criteria – Job Training

2. Community Involvement & Employer Partnerships (20 Total Points - 5 questions worth 4 points each)

Sub-criteria B: What steps did you take to notify the community about your program? How did you involve the community in developing your program?

- Explain any early steps you have taken to notify the community about your program.
 - ✓ Conducted public hearings
 - ✓ Visual advertisements (posters, flyers, etc)
 - ✓ Radio announcements
- Tell how the community was involved in developing the program/proposal.
 - ✓ Participated in public meetings
 - ✓ Aided in recruitment activities
 - ✓ Solicited input in program curriculum



Evaluation Criteria – Job Training

2. Community Involvement & Employer Partnerships (20 Total Points - 5 questions worth 4 points each)

Sub-criteria C: Has your organization partnered with any local community groups, unions, WIB's, academic institutions, etc? How will they add value to your program?

- Briefly describe the type of organization, relevant experience, extent of the partnership, and specific commitments.
- Support letters from these organizations should be included in the attachments. Support letters should include specific commitments to assist with your training program.
 - ✓ Conduct recruitment activities
 - ✓ Aid in screening applicants
 - ✓ Participate as member of advisory board
 - ✓ Will provide in kind services
- The more the merrier! Make sure they are “real” community groups. City staff does NOT qualify!!!
 - ✓ Church groups
 - ✓ Senior Citizen Organizations
 - ✓ Local non-profits

Evaluation Criteria – Job Training

2. Community Involvement & Employer Partnerships (20 Total Points - 5 questions worth 4 points each)

Sub-criteria D: To what extent have you partnered with other organizations who provide non-environmentally related training and support? How will these partnerships ensure trainees are job ready?

- Briefly describe the type of organization, relevant experience, extent of the partnership, and specific commitments.
- Describe how they will assist with costs of the training not allowable under this grant.
 - ✓ Life skills training, GED prep, pre-employment training, child care, transportation, case management, etc.
- Support letters from these organizations should be included in the attachments. Support letters should include specific commitments to assist with your training program.
 - ✓ Facilitate a job readiness program
 - ✓ Child care subsidies
 - ✓ Transportation assistance



Evaluation Criteria – Job Training

2. Community Involvement & Employer Partnerships (20 Total Points - 5 questions worth 4 points each)

Sub-criteria E: Has the employer community been involved in the development of your training program?

- Provide a brief description of who you have been working with in the employer community. (Ex. local businesses, contractors, etc.)
- Explain how and when the employer community was involved in the development of your program and this application. Explain how they are currently involved.
 - ✓ Provided an assessment of the labor market
 - ✓ Highlighted specific employer needs/demands
- Tell us how you are willing to adjust your program based on the needs of these employers.
- Support letters from these organizations should be included in the attachments. Support letters should include specific commitments to assist with your training program.
 - ✓ Provide on-the-job training
 - ✓ Provide apprenticeships and permanent placements
 - ✓ Participate as member of advisory board



Evaluation Criteria – Job Training

3. Programmatic Capability & Institutional Capacity (15 Total Points - 2 questions; A=10 points, B=5 points)

Sub-criteria A: Show your ability to successfully complete and manage this project.

- (i) Provide an example of how you have successfully completed federally funded projects similar in size, scope and relevance in the past three years.
 - Discuss the type of project
 - Highlight specific similarities (ex. size, contaminants, location)
 - Describe funding sources
 - Discuss specific obstacles and how they were addressed
 - **Discuss ANY federal grants you have received in the past! Not just EPA awards.**
 - (ii) Highlight your history of meeting reporting requirements under federally funding assistance agreements. Discuss your timely submission of final reports.
 - What type of reports were submitted?
 - Who drafted/submitted the reports?
 - How often were they submitted?
 - Were they submitted on time?
 - **Discuss ANY federal grants you have received in the past! Not just EPA awards.**
- ❖ For sections (i) & (ii), if you have no relevant experience/history.....say so! A neutral score will be given for these sections. You will receive a zero score if these sections are not addressed.



Evaluation Criteria – Job Training

3. Programmatic Capability & Institutional Capacity (15 Total Points - 2 questions; A=10 points, B=5 points)

Sub-criteria A (continued...)

(iii.) Tell us about your organizational experience and how you will ensure the timely completion of your program's objectives.

- How long has your organization been providing job training?
- Is your training experience in the environmental field?
- Show how your organization is structured to ensure accountability
- Show how you are capable to meet your objectives in the 2 year performance period

(iv.) Tell us about your staff's expertise/qualifications and resources you have available to make this program a success.

- Mention years of experience of qualified staff
- Tell us how you will ensure your instructors are qualified to provide environmental training

❖ **If you have demonstrated relevant experience in the past, the agency will consider information provided and from other sources including agency files and prior/current grantors.**

Evaluation Criteria – Job Training

3. Programmatic Capability & Institutional Capacity (15 Total Points - 2 questions; A=10 points, B=5 points)

Sub-criteria B: Describe your organization's and instructor's experience in **environmental** training and their experience working with low-income, minority and unemployed individuals.

- You need to convince the reader that your organization has planned for this training, has highly qualified instructors and is ready for the funding **NOW!**
- Give specific examples of your instructor's experience working with your targeted community.



Evaluation Criteria – Job Training

4. Past Performance and Environmental Results (15 Total Points - 3 questions worth 5 points each)

Sub-criteria A: Show how you will continue to be successful in meeting the expected project outcomes/outputs. Were you a previous JT grantee? What successes have you had in training and placing graduates? What steps you have taken to improve your program? What are your new strategies to place graduates?

- Tell how many people you have placed in environmental jobs
- What was your attrition rate?
- Explain in detail the successes you have had meeting your program goals

❖ **Everyone should address this sub-criteria even if you have never received an EPA Job Training award!!!**



Evaluation Criteria – Job Training

4. Past Performance and Environmental Results (15 Total Points - 3 questions worth 5 points each)

Sub-criteria B: Have you adequately documented and/or reported on your progress towards achieving the expected results under past federal assistance agreements?

- You need to tell us how adequately you documented your progress toward achieving your expected results under any federal assistance agreement you received (within the past three years).
- Give detailed explanations of how you documented and reported your progress on federally funded agreements (Outcomes & Outputs)
- **Discuss ANY federal grants you have received in the past! Not just EPA awards.**
- Please be honest!! The region has records of your reporting history. (i.e. quarterly reports submitted on time and JT reports submitted)
 - ✓ These reports should reflect your past successes in training and placement
- ❖ **If you have demonstrated relevant experience in the past, the agency will consider information provided and from other sources including agency files and prior/current grantors.**
- ❖ **If you have no relevant experience/history.....say so! A neutral score will be given for these sections. You will receive a zero score if these sections are not addressed.**



Evaluation Criteria – Job Training

4. Past Performance and Environmental Results (15 Total Points - 3 questions worth 5 points each)

Sub-criteria C: What strategies will you use to measure and track the success of your program?

- Explain your specific strategies
- Show how these strategies will ensure the success of your program
- Show how these strategies relate to EPA's expected Outcomes and Outputs described in both "Section 1E: Measuring Environmental Results" and "Ranking Criteria 1A: Training Program Objectives and Plans"
- Explain why you think your strategy is realistic
 - ✓ Highlight your ability to recruit and retain trainees
 - ✓ Highlight past graduation/placement rates
 - ✓ Highlight your tracking success (at least one year is required)

NOTE: If you have no relevant reporting history, you will receive a neutral score.



Job Training Grant Program Evaluation Criteria (Sections 5 – 8, Attachments)

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Evaluation Criteria – Job Training

5. Performance Measurement

(10 Total Points - 5 questions worth 2 points each)

Sub-criteria A: Are your milestones and objectives specific, measurable, and realistic?

- Describe your specific milestones
- Show how these milestones will be measured/achieved.
- Tell us why you think these milestones are realistic
 - ✓ An example of past success would be good here
 - ✓ Described the need for environmental workers expressed by employers
- Include a timetable/schedule of these milestones in your attachments
- Be specific!



Evaluation Criteria – Job Training

5. Performance Measurement

(10 Total Points - 5 questions worth 2 points each)

Sub-criteria B: How will your organization ensure sustainable employment?

- Tell us your process from initial placement, through retention and continuous employment.
 - ✓ Are your doors always open for placing past graduates?
- Highlight the need for environmental workers on upcoming/on-going projects
- Describe your relationship with environmental employers and their involvement in your program
 - ✓ Willingness to hire
 - ✓ Participation on advisory council

Evaluation Criteria – Job Training

5. Performance Measurement

(10 Total Points - 5 questions worth 2 points each)

Sub-criteria C: How and to what extent will your organization provide job search support for trainees?

- Tell us how the trainees will be able to access the resources you provide for job search support (computers, environmental directories etc.)
- Tell us your plan for tracking graduates for at **least** a year. This is a requirement!
 - ✓ Explain if this will stay in house or if you will contract it out.
 - ✓ Will employers be required to report back in order for you to accurately comply with reporting requirements?
 - ✓ Explain your policy for **past graduates** as far as accessing job search resources
- Tell us how your plan will ensure compliance with EPA's tracking requirements



Evaluation Criteria – Job Training

5. Performance Measurement

(10 Total Points - 5 questions worth 2 points each)

Sub-criteria D: Has your organization developed a strategy to ensure successful implementation of this program? To what extent?

- Describe how you will utilize outside resources
 - ✓ Will you use an employer network, career centers, etc.?
- How will you revise your program once implemented?
 - ✓ Will you interact with trainees to address their comments/suggestions?
 - ✓ Are you willing/prepared to adjust courses based on unforeseen events (ex. hurricane, oil spill, etc.)
 - ✓ Do you have an advisory board in place that will meet regularly and assist you with altering the program if necessary?

Evaluation Criteria – Job Training

5. Performance Measurement

(10 Total Points - 5 questions worth 2 points each)

Sub-criteria E: Does your organization have a detailed strategy in place to continue your program after EPA funding is exhausted? Would your program be viable if partially funded?

- Describe your specific strategy that will ensure the continuation of your program
- Show how you know this strategy is realistic
 - ✓ Provide past experiences on leveraging additional funds
- Do you currently have other funds that will sustain your program if you're partially funded this time or are not fully funded next time?
 - ✓ Describe internal funding sources
 - ✓ Highlight outside funding commitments
 - ✓ Describe past leveraging successes
- If not, what is your plan to sustain your program throughout the life of this grant?

Evaluation Criteria – Job Training

6. Community Need

(10 Total Points - 2 questions worth 5 points each)

Sub-criteria A: What is your target community? What are the demographics of your target community? What are the impacts of these demographics and how do they relate to brownfields challenges?

- Describe your target community
 - ✓ Population, location, history, environment
- Provide community demographics
 - ✓ Give the source of your information
 - ✓ Unemployment rates, poverty rates, minority population, children, elderly population, etc.
- Discuss the extent of brownfields sites in your area
 - ✓ Number of sites, size of sites, etc



Evaluation Criteria – Job Training

6. Community Need

(10 Total Points - 2 questions worth 5 points each)

Sub-criteria A: (cont...)

- Describe the negative impacts these brownfields have on the target community (economic, environmental and social)
 - ✓ Use an example of a specific site
 - ✓ Economic
 - ☞ Loss of tax revenue, prevents potential investments
 - ✓ Environmental
 - ☞ Potential contamination of air, water, soil
 - ✓ Social
 - ☞ Adverse health effects on community residents
 - ☞ Blight
- Be descriptive! Help the reader visualize these impacts.
- Make sure your response is compelling. Make the reader cry!!!
- Emphasize the specific benefits your target community will receive if you are awarded THIS grant.
 - ✓ Be careful about any disconnect between your community statistics and the focus area of your project.





Evaluation Criteria – Job Training

6. Community Need

(10 Total Points - 2 questions worth 5 points each)

Sub-criteria B: Have you addressed environmental justice concerns in the community? How do they relate to this training program? Have you conducted any research or labor market assessments?

- Highlight any specific EJ concerns and how they relate to:
 - ✓ Low-income populations
 - ✓ Minority populations
 - ✓ Socio-economically disadvantaged populations
- Discuss how these EJ concerns relate to your program
- Describe in detail how these EJ concerns will be addressed
 - ✓ Pro-bono services, fee reductions
 - ✓ Increased representation
- Tell how you know about the need for skilled workers
 - ✓ List specific activities you have done. Research you have conducted.
 - ✓ Talk about the procedures you used to conduct a labor market assessment
 - ✓ Discuss the results of your assessment

Evaluation Criteria – Job Training

7. Budget/Resources (1 Question worth 5 points)

Criteria: Is your budget clear, detailed, reasonable and appropriate? Do you include cost estimates for each of the proposed activities?

- Provide a clear description for each main task
 - ✓ Instruction
 - ✓ Outreach
 - ✓ Other
- Show the need for each of these tasks
- Tell how these tasks relate to your project's objectives
- Create dollar estimates based on this supporting information
- **Show how these estimates are realistic**



Evaluation Criteria – Job Training

8. Leveraging

(1 question worth 5 points)

Criteria: Did you demonstrate how you will leverage additional sources of funds to carry out the project?

- Describe additional sources of internal / external funding you currently have
- Show how EPA funds will be complimented by these additional funding sources
- Use an example of a past success where you leveraged additional funds
 - ✓ How did you leverage the funds
 - ✓ From whom did they come
- If you don't already have additional funding sources...tell when and where you plan to start looking!
- Show how additional funds will simulate economic development after a project

Note: EPA does not require a match. (See guidelines pg 29, ranking criteria #8)



Attachments (20 page limit)

A: Detailed Itemized Budget (1-2 pages)

- Include a short introduction right before the budget chart outlining how you intend to spend the funding
- After the budget chart, explain each of your tasks clearly and completely.
- Address each cost presented under a task.
 - ✓ The cost should appear reasonable based on the details in the description.
 - ✓ **This is where applicants are losing points.**
- Never use the word “administrative” to describe a task. Use “cooperative agreement oversight” or something similar
- Don’t use acronyms like “CBO’s” – spell it out.
- Include travel funds to attend National Brownfields conferences
- Make sure you address all 8 items listed under 3a. on page 14 of the guidelines
- Translate this information into your budget table.
- **Make sure your budget table adds up!**

Sample Budget

Detailed Itemized Sample Budget Chart

Budget Categories	Project Tasks				
Project Funding	Instruction	Outreach	Other Tasks		Total
EPA Project Funding					
Personnel		\$15,000			\$15,000
Fringe Benefits		\$6,000			\$6,000
Travel		\$2,500			\$2,500
Contractual	\$160,500				\$160,500
Supplies	\$5,000	\$5,000	\$6,000		\$16,000
Total EPA Funds	\$165,500	\$28,500	\$6,000		\$200,000
Non-EPA Project Funding					
Administrative Costs	\$8,000				\$8,000
Other (Please be specific)					
-Job Readiness Training	\$25,000				\$25,000
-Transportation Support	\$2,000	\$1,000	\$1,000		\$4,000
-Child Care	\$5,000				\$5,000
Total Non-EPA Funds	\$40,000	\$1,000	\$1,000		\$42,000

Attachments (20 page limit)

B: References (5-6 pages)

- Two employers who have hired participants in the past
- Two neighborhood and/or community-based organizations aiding in the development of your program
- Two organizations from the employer community

C: Training Program Outline (2 pages)

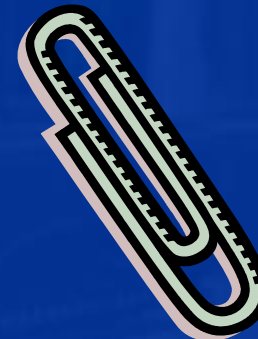
D: Letter to your state environmental program (1 page)

E: Milestone Schedule (1-2 pages)

F: Documentation of Non-profit status (1 page)

G: General support letters (5-6 pages)

- A support letter from a past graduate is a good thing!



- ❖ Note: The Attachment section is limited to a total of 20 pages!!!
- ❖ Note: The page numbers in parenthesis are only a suggestion! Feel free to adjust as needed.

What To Do Now?

- Draft your proposal!
- Contact us with eligibility questions!
- Contact partners for assistance in preparing and/or reviewing your proposal!
- Send letter to your state environmental official notifying them of your plans to apply
- Register for [grants.gov](https://www.grants.gov) if submitting your application electronically



Resources

Information in folders

Guidelines
Slide Presentation
State Program Contact list

Information On-line

www.epa.gov/region1/brownfields

Send us an email from the website and be put on our “What’s New” notification list.

<http://www.niehs.nih.gov/wetp>

Check here to ensure non-duplication of similar Job Training programs

<http://www.epa.gov/brownfields/pilot.htm#previous>

Find a list of previous Brownfields Job Training Grant Recipients

<http://www.epa.gov/brownfields/plocat.htm>

Find a listing of existing and past EPA funded Brownfields ARC Grant Recipients in your area

Questions & Answers



Good Luck!



Acronyms

- CBO- Community Based Organization
- EC/EZ- Enterprise Community/Empowerment Zone
- EPA- Environmental Protection Agency
- EJ- Environmental Justice
- FY- Fiscal Year
- GIS- Geographic Information System
- HQ- Headquarters
- JT- Job Training
- Q&A- Questions & Answers
- SF- Standard Form
- WIB's- Workforce Investment Boards